

SANDY CITY
APPROVED POSITION SPECIFICATIONS

I.	<u>Position Title:</u> Aerobics Instructor (PT non-benefitted)	<u>Revision Date:</u> 02/15
		<u>EEO Category:</u> Paraprofessional
		<u>Status:</u> Non-exempt
		<u>Control No:</u> 55922

II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision of the Aerobic Coordinator, organizes and instructs aerobic activities, classes and participants.

III. Essential Duties:

- Plan and organize aerobic activities and classes.
- Implement and monitor assigned programs to ensure the safety and success of program and participants.
- Demonstrate specific skills, teaching techniques and procedures for each scheduled activity.
- Promote the assigned programs to ensure maximum participation using acceptable advertising and marketing techniques.
- Assist in evaluating schedules and techniques to determine program success.
- Prepare and complete all records and reports regarding facility needs and usage, and program participation.
- Assist with the efficient operation and maintenance of the program site and facilities.
- Administer the risk management and safety program by regular inspection of activity site and by monitoring correct technique to ensure participant safety.
- Inventory activity equipment and supplies.
- Assist in helping retain and matriculate members.
- Handle complaints, questions and concerns related to the Center.
- Coordinate assigned program with other center programs to ensure teamwork and efficient operation of all activities.
- Keep abreast of latest research and exercise techniques.
- Obtain required annual/bi-annual continuing education credits.
- Comply with all Center and City policies and procedures.

IV. Marginal Duties:

- Perform other duties as assigned.

V. Qualifications:

Experience: Minimum one year experience in aerobics instruction preferred. Must have knowledge and understanding of fitness instruction, techniques and design. Requires AFAA or ACE certifications. Cycling instructors must hold a certification through a nationally recognized organization.

Certifications/Licenses: Requires current certification in community CPR, or must obtain certification within 30 days of hire. Requires AFAA or ACE certifications. Cycling instructors must hold a certification through a nationally recognized organization.

Knowledge of: Aerobic programs (in depth knowledge required of assigned activities); current methods and physiological principles involved with aerobic fitness classes; principles of recreational programming; leadership, team building and ability to be self-motivating; budgeting, scheduling and evaluations; proper English usage, spelling and vocabulary.

Responsibility for: Great responsibility for the care, condition and use of facilities, materials, equipment, tools, etc.

Communication Skills: Communicate and work effectively verbally and in writing. Contacts requiring tact and judgment to avoid friction and to handle complaints; frequent contacts involving the carrying out of programs and schedules requiring the influencing of others to obtain desired result; outside contact with public presenting; ability to communicate effectively with all age groups.

Tool, Machine, Equipment Operation: Occasional use of a copy machine and computer; use of specialized equipment related to the assigned activity/sport.

Analytical Ability: Organize, delegate and establish meaningful goals; design, coordinate, and implement a variety of aerobic programs; communicate effectively verbally and in writing; establish and maintain effective working relationships with employees and the public; work independently on assigned projects.

VI. Working Conditions:

Physical Demands: Moderate to heavy physical exertion is required due to the performance of aerobic activities. Employee may be required to stand for long periods of time.

Work Environment: Generally comfortable working conditions; noise level is high; frequent work in coordinating and directing programs; moderate mental pressure and fatigue exist during a normal workday due to exposure to deadlines and resolution of interpersonal conflicts; requires some evening, weekend, and holiday work.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

PERSONNEL DEPT. APPROVED BY: _____ DATE: _____